



ISSUE DATE: February 20, 2019

CLOSING DATE: March 6, 2019

DIVISION / OFFICE /UNIT: Office of Fiscal Services SALARY RANGE: R29: \$77,251.57 - \$110,169.34

LOCATION: 101 S. Broad Street, Trenton, NJ **# OF POSITIONS: 1**

- OPEN TO:** ☐ Department-Wide (Department of Community Affairs Employees ONLY)
☒ All Departments/Agencies (State Employees with permanent status ONLY)
☐ General Public and/or State Employees

DESCRIPTION OF MAJOR DUTIES:

Coordinates and supervises work activities of subordinate staff engaged in/responsible for fiscal management activities; prepares and presents to management written and verbal justification of proposed solutions to administrative, budgetary or fiscal problems; monitors state / federal program funds through the development of controls and reports; monitors the status of FTE and calculates and projects salary spending; prepares the department's technical budget and spending plans; reviews and analyzes transfer of appropriation and reallocation requests and prepares recommendations.

REQUIREMENTS

(APPLICANTS MUST MEET ALL REQUIREMENTS LISTED BELOW)

EDUCATION: Graduation from an accredited college or university with a Bachelor's degree including or supplemented by twenty-one (21) semester hour credits in any combination of Accounting, Business Administration, Economics, or Finance courses.

EXPERIENCE: Four (4) years of experience in work involving fiscal analysis and evaluation, budgeting, and management operations in government, business, and/or a management consulting firm.

NOTE: Applicants who do not possess the Bachelor's degree, but who do possess the twenty-one (21) semester hour credits as listed above, may substitute the remaining education with experience as indicated above on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year of experience.

NOTE: A Master's degree in one of the areas listed above may be substituted for one (1) year of experience; a Doctorate in one of the areas listed above may be substituted for two (2) years of experience.

LICENSE: Appointees will be required to possess a valid driver's license only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

- ☐ A promotable eligible exists within the unit scope.
- ☐ A promotional list exists within the unit scope.
- ☐ An open competitive list exists.

Please submit a resume including any required documents (degree, licenses, certification and/or transcripts) along with a letter of interest, including a phone number, by the closing date to:

New Jersey Department of Community Affairs
Office of Human Resources
HR19-0010
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to: resume1@dca.nj.gov

Interviews will be granted based on resume

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment **UNLESS OTHERWISE EXEMPTED FROM THE LAW.**

The New Jersey Department of Community Affairs is an Equal Opportunity Employer

Revised: March 2018